UBC Building Operations Custodial Joint Occupational Health & Safety Committee
Meeting Minutes

Custodial Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Custodial Joint Occupational Health & Safety Committee
Worker Co-Chair: Rubilyn Ravanera
Employer Co-Chair: Sean Lynch (chair)
Date: March 10, 2021
Time: 2:00 p.m.
Location: ZOOM Video Conferencing

AGENDA:

1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda
5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   • Monthly Incident List & Statistical Summary Report
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
7. Review Education and Training
8. Ongoing Business – Status of Action Items
9. JOHSC Formal Recommendation Letters & Regulatory Inspections
10. New and Other Business
11. Next Meeting
12. Meeting Adjournment

Minutes Approved by:

Employer Representative, Co-Chair
Print Name: Sean Lynch
Sign: ____________________________
Date: _________________________

Worker Representative, Co-Chair
Print Name: Rubilyn Ravanera
Sign: ____________________________
Date: _________________________

Minutes Recorded by: Shirley Tseng
Distributed: April 21, 2021

1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubilyn Ravanera (co-chair alternate)</td>
<td>CUPE 116</td>
<td>Custodial Service Worker</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patricia Saville</td>
<td>CUPE 116</td>
<td>Custodial Head</td>
<td></td>
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<td>✓</td>
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<tr>
<td>Jag Khella</td>
<td>CUPE 116</td>
<td>Utility Worker Head</td>
<td>✓</td>
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1. **ROLL CALL**

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<tr>
<td>Felinor Adriano</td>
<td>CUPE 116</td>
<td>Custodial Service Worker</td>
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<tr>
<td>Kuldeep Malli</td>
<td>CUPE 116</td>
<td>Custodial Service Worker</td>
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**Management Representatives**

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<thead>
<tr>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Sean Lynch Operations Manager</td>
<td>☑</td>
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<tr>
<td>Barry Brooks Operations Manager</td>
<td>☑</td>
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<tr>
<td>Conor Creg-Guinan Day Shift Assistant Supervisor</td>
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<tr>
<td>Denise Tang Custodial Assistant Supervisor</td>
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**Resources/Guests**

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<tr>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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<tr>
<td>Linda Roseborough SRS</td>
<td>☑</td>
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<tr>
<td>Shirley Tseng Clerical Pool</td>
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2. **DETERMINATION OF QUORUM**

a. A minimum of 4 members;
b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
c. At least half of the members must be worker representatives;

Is there quorum for this meeting? **Yes** ☑ **No** ☐

3. **APPROVAL OF PREVIOUS JOHSC MEETING MINUTES**

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes: Moved by: Barry Brooks
- Seconded by: Denise Tang
- Amendments to minutes:
- Minutes were adopted as amended

Are the minutes approved? **Yes** ☑ **No** ☐

4. **ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**
- SRS monthly Co-Chair email

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

☑️ No actionable items noted

<table>
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<tr>
<th>Is the agenda approved?</th>
<th>Yes</th>
<th>No</th>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:
- Monthly Incident List & Statistical Summary Report *(For any general CAIRS information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below)*

(* See Legend at end for Priority and Status Codes*)

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID #)</th>
<th>Priority</th>
<th>Accident Type</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
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</table>
| 127339                           | C        | Time loss     | • To contact the worker for further investigation  
Worker misjudged the distance and fell at the end of the shift. First Aid was called but the worker called is sick the following day since then. | BB          | Apr/21                  | N      |
| 127340                           | C        | Time loss     | • SL to contact Joseph to update the status of accident type due to the worker came back to work next day  
• JK to follow up where the light switch is prior to requesting for a motion sensor light switch  
Due to unable to find light switch and working without light on, worker backed into the low hanging cabinet and felt pain from the impact. The worker received First Aid and there was a small bump on the head. Worker came back to work next day without any further issues. | SL/JK       | Apr/21                  | N      |
| 127255                           | C        | Incident      | • The worker is retiring on March 12th. Item complete.  
Linda to do site visit with worker – ensure techniques used not going to aggravate condition. Worker reported shoulder pain, received First Aid and given Ability package. UBC RTW coordinator was notified and to contact the worker. | LR          | Mar/21                  | C IP   |
### Incident 127194

**Incident ID:** 126997  
**Incident Date:** 2020-11-07  
**Submission Date:** 2020-11-07  
**Person Type:** Staff BOPS – Building Operations  
**Location:** IKB - Irving K. Barber Learning Centre east side of Ike Barber outdoor  
**Worker Representative Listed:** Yes  
**Worker Representative Job Title:** custodian

| C | Time loss | BB to review and check if the worker returned to work and inform LR. Linda will be doing site visit with Worker – physically distanced. Worker reported ongoing back pain and couldn’t pinpoint any specific incident during First Aid assessment.  
| | | There is significant change in reporting procedure. Item complete.  
| | | Robert did add some detail but still insufficient. Barry sent out an email on this.  
| | | 2nd action is complete. Will connect with Robert and Barry on the first action.  
| | | Staff drove the UBC van #343 and hit the fire hydrant at the east side outdoor of Ike Barber  
| | | **Root Cause:** Staff turned around the roadworks barrier and blue security pole and didn’t see the fire hydrant. The fire hydrant was low and hidden behind the roadworks and blue pole.  
| | | **All Corrective Actions Complete**  
| | | **Corrective Action Identified:** 1. All workers have been crew talked on the importance of watching out for road obstruction while driving. 2. Ensure that all drivers will be ARI certified upon request.  
| | | **Estimated Completion Date:** 2020-11-29  
| | | **Final Actions Taken:** Will follow up with all workers on driving safely.  
| | | **Date Completed:** 2020-11-29 |

| BB/LR | Apr/21 | IP  
| BB | LR | Mar/21 | IP  
| LR | Feb/21 | N  
| IP | C | N
6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

- No actionable items noted

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Date</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date</th>
<th>Status</th>
</tr>
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</table>

* GI- General Inspection

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

<table>
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<tr>
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* ED – Education and Training
### ONGOING BUSINESS – Status of Action Items

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| NB-2020/8/12-783| C        | 10-Mar-21  | **New Chemical Dispenser**  
Bookstore and Chemistry D were investigated by one chemical company to solve the soapy issue. Swapping out T-junction didn’t fix the issue. Next step is waiting for some parts’ arrival from US to test in Chemistry D. To update at next meeting.  
In progress until next meeting.  
- The dilution tips are in the box themselves and preset. Some tips are being sent out in the training slideshow to show how to put together. The only time it needs dilution is when you put them in the autoscrubber tank and fill with the tank with extra half of water.  
- BB mentioned there seems no other option for other caps since the tip is in the cap. SL commented color coded tips are for employees to organize how to store them.  
- MK concluded that employees are still diluting themselves by using buckets. Bookstore has similar situation like Brock Hall but Brock Hall is the worst. SL to follow up with installers.  
JK mentioned there is no way to dilute the new chemical dispenser and to re-assign the SR which MK placed to SL. SL to update at next meeting.  
PS received complaints from the staff that chemical is extremely soapy and leaves residues behind. SL randomly inspected couple buildings and suggested cold water should be used for dilution. PS will send a building list to SL for this issue.  
SL suggested PS to take complaints from the staff, place a SR and will have the tech to investigate.  
To update at next meeting.  
Custodians are concerned if some chemical dispensers are strong due to its soapy look. SL stressed that it should be used with cold water.  
Additionally, as per BB’s info, the new chemical dispenser comes with a new tip which won’t clog over time. | SL          | Apr/21     | IP                                                                                                           |
|                  |          | 10-Feb-21  |                                                                                                              | SL          | Mar/21      | IP                                                                 |
|                  |          | 20-Jan-21  |                                                                                                              | SL          | Feb/21      | IP                                                                 |
|                  |          | 09-Dec-20  |                                                                                                              | SL          | Jan/21      | IP                                                                 |
|                  |          | 18-Nov-20  |                                                                                                              | PS          | Dec/20      | IP                                                                 |
|                  |          | 07-Oct-20  |                                                                                                              | PS          | Nov/20      | IP                                                                 |
|                  |          | 09-Sep-20  |                                                                                                              | PS          | Oct/20      | IP                                                                 |
|                  |          | 12-Aug-20  |                                                                                                              | PS          | Sep/20      | N                                                                  |
8. ONGOING BUSINESS – Status of Action Items

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<tr>
<td>NB-2020/11/18-800</td>
<td>E</td>
<td>10-Mar-21</td>
<td><strong>Online Building Inspection Form</strong>&lt;br&gt;SL presented the new E-form which was set up by LR. Email notification will be sent out when the inspection is done. The link will be distributed once the form is finalized.&lt;br&gt;There is an issue with completing PDF forms on iPads. An option is to complete the form online via Qualtrics survey. LR demonstrated form being used by Energy Water Services. LR, PS, and SL to discuss needs. In progress and working on how to emailing the digital form to the minutes administrator.</td>
<td>SL</td>
<td>Apr/21</td>
<td>IP</td>
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<tr>
<td></td>
<td></td>
<td>10-Feb-21</td>
<td>SL proposed to have the building inspection form online and the employees fill the form by using iPad.</td>
<td>SL</td>
<td>Mar/21</td>
<td>IP</td>
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<tr>
<td></td>
<td></td>
<td>20-Jan-21</td>
<td>SL presented the completed digital form and reviewed inspection process. The form can be implemented in January 2021 if there is no issue after everyone’s review.</td>
<td>SL</td>
<td>Feb/21</td>
<td>IP</td>
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<td>Jan/21</td>
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<td>18-Nov-20</td>
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<td>SL</td>
<td>Dec/30</td>
<td>N</td>
</tr>
<tr>
<td>NB-2021/01/20-815</td>
<td>C</td>
<td>10-Mar-21</td>
<td><strong>Custodial Accident/Incident Trend Report</strong>&lt;br&gt;The final stat is not out yet.&lt;br&gt;Linda to update next meeting.&lt;br&gt;LR advised SRS are currently getting updates from WorkSafe BC on outstanding claims in 2020. The document should be out by end of February 2021. However, the timeline of the report is subject to the coordination between Workday, Provincial health and Claim management program. While waiting for 2020 statistics, the trend can be reviewed from 2017 to 2019 and LR confirmed type of injuries are similar and pre-existing condition was down around 4th or 5th as a factor but moved up in 2020.</td>
<td>LR</td>
<td>Apr/21</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10-Feb-21</td>
<td>LR advised SRS are currently getting updates from WorkSafe BC on outstanding claims in 2020. The document should be out by end of February 2021. However, the timeline of the report is subject to the coordination between Workday, Provincial health and Claim management program. While waiting for 2020 statistics, the trend can be reviewed from 2017 to 2019 and LR confirmed type of injuries are similar and pre-existing condition was down around 4th or 5th as a factor but moved up in 2020.</td>
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<td>LR</td>
<td>Feb/21</td>
<td>N</td>
</tr>
<tr>
<td>NB-2021/02/10-816</td>
<td>C</td>
<td>10-Mar-21</td>
<td><strong>Safety Goggles</strong>&lt;br&gt;Item complete.&lt;br&gt;Not readily available near chemicals in Janitor rooms. Each service worker was given their own pair. Safety inspections are good opportunities for safety reps to have conversation on having goggles with them during shift, not locked up in their lockers. Item to be crew talked.</td>
<td>All</td>
<td>Mar/21</td>
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* ED – Education and Training  * GI- General Inspection    * NB – New Business
9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

<table>
<thead>
<tr>
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<th>Discussion and/or Action Items</th>
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<th>Date of Issue</th>
<th>Date to be Completed</th>
<th>Status</th>
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</table>
| #202117752008A | E        | WORKSAFEBC FORESTRY HIGH RISK STRATEGY  
  • Description:  
    o This inspection report is the result of a WorkSafeBC Forestry High Risk Strategy – Hand Falling Team Initiative to reduce the number of serious injuries and fatalities in this sector (Forestry).  
    o A WSBC officer inspected the falling activities at 150 Mile House (UBC is the licensee/owner for this work site) and discussed various regulatory requirements pertaining to falling of trees.  
    o There were (0) orders issued to the university  
  • JOHSC/LST General Learnings/Discussion Points:  
    o Reminder for supervisors to be aware of and compliant with regulations surrounding their work. Safety Supervision at UBC details the responsibilities of a supervisor and how they are carried out.  
    o Hazard Assessments, Risk Assessments and written safe work procedures should exist where applicable and be periodically reviewed and updated. Templates can be found on the SRS website.  
  All workers should be aware of how to contact first aid (For Point Grey Campus: 604-822-4444, or 2-4444 from a university landline). Questions around First Aid? Visit https://srs.ubc.ca/health-safety/safety-programs/first-aid/ | N/A | Jan 25/21 | N/A | C |
### NEW and OTHER BUSINESS:

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</table>
| NB-2021/03/10-823 | E        | 10-Mar-21 | **Committee Member Update**  
Effective Feb. 22\(^{nd}\), 2021, EP stepped down as a JOHSC member. Efren Arriesgado and Hussein Kiingi will join in April meeting.                                                                 | EA/HK       | Apr/21               | N      |
| NB-2021/03/10-824 | E        | 10-Mar-21 | **JOHSC/LST Training**  
The JOHSC and LST training were unavailable for a short period of time but both courses have been updated and are available using the hyperlinks provided.                                                                 | All         | N/A                  | Info Only |
| NB-2021/03/10-825 | E        | 10-Mar-21 | **Electrical Panel Clearance**  
Building Operations’ crews have noticed during their regular electrical infrastructure inspections, that in many buildings on campus the working space of 1 meter is not being maintained in front of electrical panels. The relevant inspection checklists have been updated to emphasize the 1 meter clearance requirement. Please contact your facilities manager if you have any questions. | All         | N/A                  | Info Only |
| NB-2021/03/10-826 | E        | 10-Mar-21 | **Wearing Non-Medical Masks in Shared Vehicles**  
The BC Centre for Disease Control recommends the use of non-medical masks when people travel together in the same vehicles. While commuting to work is not considered a work task, UBC recognizes some employees rely on carpooling to come to campus. If you need to carpool, please follow these guidelines from the BC Centre for Disease Control. If using shared vehicles while at work, follow the COVID-19 Use of Shared UBC Vehicle Guidelines. | All         | N/A                  | Info Only |
| NB-2021/03/10-827 | E        | 10-Mar-21 | **TDG Alert**  
Transport Canada has notified Safety & Risk Services (SRS) of their intention to conduct “Zoom” inspections of UBC locations that ship or receive Dangerous Goods. These inspections can take place any time this year. If you are contacted and want SRS to attend as back-up, you can send a request to Janet.Hankins@ubc.ca. More information can be found in the attached pdf. | All         | N/A                  | Info Only |
Daylight Savings Time starts Sunday March 14 at 2:00am
On March 14, set your clocks forward one hour. In anticipation of losing one
hour of sleep, here are some tips to ease the effects of the switch:

- Rest up: Go to bed earlier to get your usual amount of sleep so you
can be well rested and alert
- Plan ahead: Give yourself extra time to drive to and from work
especially during the Monday commute
- Step up the safety: Take extra safety precautions on days following
the switch to help avoid workplace incidents

Consider scheduling particularly hazardous work later in the week (where
possible) after employees have had more time to adjust their sleep schedules

*NB – New Business

11. NEXT MEETING

Date: Wednesday April 21, 2021
Time: 2:00 PM
Location: ZOOM Video Conferencing

12. MEETING ADJOURNED

Time: 2:46 p.m.

LEGEND

<table>
<thead>
<tr>
<th>PRIORITY:</th>
<th>STATUS:</th>
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<tbody>
<tr>
<td>A</td>
<td>Critical/Life threatening/high probability</td>
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<tr>
<td>B</td>
<td>Urgent/moderate probability of re-occurrence</td>
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<td>C</td>
<td>Important/low probability of re-occurrence</td>
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<td>D</td>
<td>Reminders</td>
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<td>Information</td>
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Monthly Distribution and Posting of Meeting Minutes (Required):
- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Posted on any Safety Bulletin Boards
- Risk Management Services for posting on UBC JOHSC website
  (Email to: ubcsafety.committee@ubc.ca)